



FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL - 001-00-011	ADMINISTRATION	ALL	110-40
<p>1980 Approved Budget of \$989,743 for the Department of Administration is based on the 1979 Budget of \$989,743 plus an increase of \$1,028,185 for 1980. The total 1980 budget is \$2,017,928. The 1979 budget was \$989,743. The increase is due to salary increases, new positions, and other factors. The 1980 budget is based on the 1979 budget plus an increase of \$1,028,185. The total 1980 budget is \$2,017,928.</p>			
DEPARTMENT OF ADMINISTRATION SUMMARY PAGE			
Account Classification	Actual 1978	Budget 1979	Budget 1980
Personal Services	\$ 885,652	\$ 978,137	\$1,028,185
Contractual Services	287,424	288,012	350,259
Commodities	69,957	82,323	79,846
Capital Outlay	6,208	4,524	4,050
<b>TOTAL</b>	<b>\$1,249,241</b>	<b>\$1,352,996</b>	<b>\$1,462,340</b>
Division	Actual 1978	Budget 1979	Budget 1980
Budget and Management	\$ 241,552	\$ 285,860	\$ 339,743
Controller's Office	508,731	509,220	491,449
Purchasing	219,191	243,512	290,883
Retirement and Insurance	49,601	53,906	63,373
Treasury	230,166	260,498	276,892
<b>TOTAL</b>	<b>\$1,249,241</b>	<b>\$1,352,996</b>	<b>\$1,462,340</b>

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	BUDGET AND MANAGEMENT	110-40-700-50000
BUDGET COMMENTS			
The 1980 approved budget of \$339,743 for the Budget and Management Division represents an increase of \$53,883 or 18.8% above the 1979 budget of \$285,860.			
Personal Services reflect an increase of \$30,963 or 15.1% above the 1979 level. Included within this increase is \$22,128 for an Internal Auditor position which has previously been carried in the Controller's budget. The remaining \$8,835 increase is due to merit salary increases and the \$110 per month salary improvement.			
Contractual Services increased by \$21,620 or 32.0% in 1980. Minor increases occur in Accounts 220, 230, and 260. A major increase of \$40,000 is shown in Account 270. This figure represents the cost for the City's annual audit. Funds for this activity were budgeted in the Controller's budget in previous years. Account 295 represents a decrease of \$21,030. This account is used to secure data processing services in the amount of \$18,319.			
Commodities reflect an increase of \$1,250 which is due to increased costs for printing, postage and office supplies necessitated by including the Internal Auditor position in this division.			
The \$700 in the Capital Outlay account is to provide funds for the replacement of a typewriter.			
ACCOUNT CLASSIFICATION	ACTUAL 1978	BUDGET 1979	BUDGET 1980
PERSONAL SERVICES			
110 Salaries & Wages	\$ 190,533	\$ 204,881	\$235,844
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$ 190,533	\$ 204,881	\$235,844
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	3,614	3,400	4,000
230 Transportation	3,727	1,700	2,500
240 Advertising	--	--	--
250 Insurance	--	--	--
260 Dues and Subscriptions	21,251	23,000	24,250
270 Professional Services	156	--	40,000
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	--	--	--
295 Other Contractual Services	9,978	39,349	18,319
TOTAL CONTRACTUAL SERVICES	\$ 38,726	\$ 67,449	\$ 89,069
COMMODITIES			
310 Office Supplies	\$ 11,473	\$ 12,500	\$ 13,750
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	90	200	200
340 Opr. Supplies - Buildings & Improvements	75	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	--	--	--
370 Repair Parts - Equipment	182	180	180
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	--	--	--
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 11,820	\$ 12,880	\$ 14,130
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	473	650	700
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 473	\$ 650	\$ 700
SUB-TOTAL	\$ 241,552	\$ 285,860	\$ 339,743
GRAND TOTAL	\$ 241,552	\$ 285,860	\$ 339,743

FUND	DEPARTMENT	DIVISION		ACTIVITY NO.
GENERAL	ADMINISTRATION	BUDGET AND MANAGEMENT		110-40-700-50000

WORK PROGRAM

The Budget and Management Division supervises the development and administration of the annual operating budget. This division also advises the City Manager and Director of Administration on budget and associated financial matters.

The major activity of this division is developing the budget between February and August. This includes responsibility for developing all preliminary information for both governing body and City Staff, for instructing all divisions and departments as to necessary and appropriate budgetary procedures, consideration and review of all budget proposals, implementation of all revisions directed by the governing body, and for the final publishing of the adopted budget document.

The Budget Office also has responsibility for researching problems, procedures and projects, and for recommending appropriate responses to decision makers. Research may be initiated by the division itself or may be initiated by the City Manager, the Director of Administration, operating departments or by the governing body.

Other duties of this division include the daily administration of the operating, CIP and revenue sharing budgets, which entails reviewing personnel requisitions, capital outlay requests, budget transfers and financial studies for conformance to City policies. The Budget Office prepares the City organizational charts and is responsible for the forms control program.

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	BUDGET	BUDGET	BUDGET		1979	1980
	1978	1979	1980			
<u>Office of the Director</u>						
Director of Administration	1	1	1	2366-3297	\$ 37,295	\$ 39,562
Asst. to the Dir. of Admin.	1	0	0	--	--	--
Internal Auditor	0	0	1	1424-1844	--	22,128
Administrative Secretary	1	1	1	917-1225	12,104	13,990
Sub-Total Director's Office	3	2	3		\$ 49,399	\$ 75,680
<u>Budget and Management Division</u>						
Research and Budget Officer	1	1	1	1904-2641	\$ 29,457	\$ 31,626
Administrative Analyst	3	3	3	1424-1844	56,666	62,675
Budget Analyst II	4	3	3	1225-1577	56,517	51,468
Secretary	1	1	1	836-1110	10,914	12,691
Sub-Total Budget and Management Div.	9	8	8		\$153,554	\$158,460
Add: Longevity					1,928	1,704
TOTAL					\$204,881	\$235,844
Full-Time Equivalent	12	10	11			
First Quarter						\$ 62,756
Second Quarter						54,489
Third Quarter						63,899
Fourth Quarter						54,700
TOTAL						\$235,844

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	CONTROLLER	110-40-660-50000

## BUDGET COMMENTS

The 1980 adopted budget for the Controller represents a decrease of \$17,771 or 3.6% below the 1979 budget.

The Personal Services account reflects a decrease of \$7,157. Costs for the \$110 per month salary increase, merit increases and longevity are offset by the loss of two Internal Auditor positions (one reduced from the 1980 budget and one reflected in the Budget and Management Division) totalling \$43,608.

Contractual Services show a decrease of \$4,833 or 3.3%. The increase of \$35,935 in Account 295 for data processing services is offset by a decrease in Account 270 which provides for the annual City audit. This amount is included in the Budget and Management Division's budget.

Commodities represent a decrease of \$4,607 below the 1979 budget. This decrease occurs in the line items for printing, postage and office supplies and operating supplies.

The Capital Outlay budget of \$500 provides for the replacement of one calculator (\$125) and one file rack (\$375).

ACCOUNT CLASSIFICATION	ACTUAL 1978	BUDGET 1979	BUDGET 1980
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	\$ 309,730	\$ 338,066	\$ 330,909
120 Employee Claims	--	--	--
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 309,730</b>	<b>\$ 338,066</b>	<b>\$ 330,909</b>
<b>CONTRACTUAL SERVICES</b>			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	2,998	2,650	3,300
230 Transportation	115	850	1,000
240 Advertising	3,883	6,200	6,000
250 Insurance	--	--	--
260 Dues and Subscriptions	1,053	868	1,100
270 Professional Services	65,275	41,600	--
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	--	--	--
295 Other Contractual Services	111,613	97,905	133,840
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 184,887</b>	<b>\$ 150,073</b>	<b>\$ 145,240</b>
<b>COMMODITIES</b>			
310 Office Supplies	\$ 12,461	\$ 18,406	\$ 14,000
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	--	--	--
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	--	--	--
370 Repair Parts - Equipment	377	1,001	800
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	--	--	--
395 Other Commodities	--	--	--
<b>TOTAL COMMODITIES</b>	<b>\$ 12,838</b>	<b>\$ 19,407</b>	<b>\$ 14,800</b>
<b>CAPITAL OUTLAY</b>			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	1,276	1,674	500
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,276</b>	<b>\$ 1,674</b>	<b>\$ 500</b>
<b>SUB-TOTAL</b>	<b>\$ 508,731</b>	<b>\$ 509,220</b>	<b>\$ 491,449</b>
<b>GRAND TOTAL</b>	<b>\$ 508,731</b>	<b>\$ 509,220</b>	<b>\$ 491,449</b>

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	CONTROLLER	110-40-660-50000

WORK PROGRAM

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Administration and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials.

This division's goal is the continued improvement of accounting systems and financial information, so that internal controls against waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operations. A specific objective for 1980 in keeping with this overall goal is the completion of the on-line budgetary-accounting system.

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	BUDGET	BUDGET	BUDGET		1979	1980
	1978	1979	1980		1979	1980
Controller	1	1	1	1904-2641	\$ 29,458	\$ 31,626
Senior Accountant	1	1	1	1424-1844	20,808	22,128
Internal Auditor	2	2	0	--	40,922	--
Accountant III	1	1	1	1354-1750	16,917	17,707
Accountant II	5	6	6	1225-1577	92,367	99,789
Accountant I	2	2	2	1058-1354	26,361	29,390
Account Clerk III	1	1	1	961-1225	12,413	14,072
Account Clerk II	4	4	4	876-1110	39,342	48,411
Secretary	1	1	1	836-1110	9,971	11,838
Account Clerk I	1	1	1	799-1008	10,237	10,546
Data Entry Operator I	0	0	1	764- 961	--	11,536
Clerk II	1	1	1	731- 917	9,687	11,007
Bookkeeping Machine Operator	1	1	0	--	9,687	--
Typist Clerk	2	2	2	700- 876	16,308	19,825
Sub-Total	23	24	22		\$334,478	\$327,875
Add: Longevity					3,588	3,034
Total					\$338,066	\$330,909
Full-Time Equivalent	23	24	22			
First Quarter						\$ 88,018
Second Quarter						76,108
Third Quarter						89,602
Fourth Quarter						77,181
TOTAL						\$330,909

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	PURCHASING	110-40-900-50000

BUDGET COMMENTS			
The 1980 adopted budget of \$290,883 for the Purchasing Division reflects an increase of \$47,371 or 19.5% above the 1979 approved budget of \$243,512.			
Personal Services reflect an increase of \$4,376 due to merit salary increases and the \$110 per month salary improvement. Total costs for these increases are in part offset by the elimination of \$7,770 previously budgeted for 1/2 time of an Administrative Aide II. This salary will be funded in whole by charges to customers using the services of Stationery Stores.			
Contractual Services show an increase of \$43,245, which includes a decrease of \$100 in the Communications account and an increase of \$43,325 in Other Contractual Services which provides for data processing services.			
Commodities reflect a minor decrease of \$900 in Accounts 310 and 370.			
The Capital Outlay accounts total \$2,850 and include funds for maintenance and repair of the equipment in the City Hall cafeteria and \$850 for the replacement of a typewriter.			

ACCOUNT CLASSIFICATION	ACTUAL 1978	BUDGET 1979	BUDGET 1980
PERSONAL SERVICES			
110 Salaries & Wages	\$ 157,561	\$ 174,192	\$ 178,568
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$ 157,561	\$ 174,192	\$ 178,568
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	4,032	4,700	4,600
230 Transportation	711	650	650
240 Advertising	26	100	100
250 Insurance	--	--	20
260 Dues and Subscriptions	318	350	350
270 Professional Services	1,442	--	--
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	--	--	--
295 Other Contractual Services	37,584	43,145	86,470
TOTAL CONTRACTUAL SERVICES	\$ 44,113	\$ 48,945	\$ 92,190
COMMODITIES			
310 Office Supplies	\$ 14,785	\$ 17,000	\$ 16,500
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	163	150	150
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	--	--	--
370 Repair Parts - Equipment	493	1,000	600
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	24	25	25
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 15,465	\$ 18,175	\$ 17,275
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	1,091	2,000	2,000
430 Improvements Other Than Bldgs.	14	--	--
440 Office Equipment	947	200	850
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 2,052	\$ 2,200	\$ 2,850
SUB-TOTAL	\$ 219,191	\$ 243,512	\$ 290,883
GRAND TOTAL	\$ 219,191	\$ 243,512	\$ 290,883

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	PURCHASING	110-40-900-50000

WORK PROGRAM

This division acts as the centralized purchasing office for the City as well as various boards and agencies. Such centralization allows for the highest quality merchandise, includes regular discussions with salespersons, processing of purchase orders and requisitions, and taking and analyzing bids. An additional function of this division is the disposal of all surplus and condemned City property and sale of state right-of-way property.

The Purchasing Division also operates the Stationery Stores and Duplicating service, which are self-sustaining. This function provides all departments with duplicating services and office supplies and acts as a clearing account for switchboard and postage charges, office machine maintenance contracts, legal advertising, and City vehicle license plates.

This division also handles insurance programs for Vehicular Liability and Building and Contents Insurance.

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	BUDGET	BUDGET	BUDGET		1979	1980
	1978	1979	1980			
Purchasing Manager	1	1	1	1904-2641	\$ 26,957	\$ 29,070
Assistant Purchasing Manager	1	1	1	1424-1844	20,808	22,128
Buyer	3	3	3	1225-1577	48,969	54,378
Administrative Aide III	1	1	1	1166-1499	16,662	17,982
Administrative Aide II	1	1	0	--	14,925	--
Secretary	1	1	1	836-1110	11,371	11,149
Account Clerk I	1	1	1	799-1008	10,777	11,536
Switchboard Operator II	1	0	0	--	1,572	--
Clerk II	4	4	4	731- 917	36,366	39,705
Sub-Total	14	13	12		\$188,407	\$185,948
Add: Longevity					3,038	2,196
Less: Amount charged to Stationery Stores					(17,253)	(9,576)
Total					\$174,192	\$178,568
Full-Time Equivalent	14	13	12			
First Quarter						\$ 47,663
Second Quarter						40,899
Third Quarter						48,338
Fourth Quarter						41,668
TOTAL						\$178,568



FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	RETIREMENT & INSURANCE	110-40-940-50000

BUDGET COMMENTS

The 1980 approved budget of \$63,373 for the Retirement and Insurance Division represents an increase of \$9,467 or 17.6% above the 1979 adopted budget of \$53,906.

Personal Services reflects an increase of \$6,111 or 13.3% above the 1979 budget. This increase includes funds for merit salary increases, the \$110 per month salary improvement and longevity increases. Total positions remain at the 1979 level of three full-time employees.

Contractual Services include an increase of \$2,490. Of this increase, \$2,354 is due to additional charges required for data processing services. Increases for telephone charges total \$136.

Commodities represent an increase of \$866. This increase is due to higher costs for printing, postage and office supplies.

No Capital Outlay is budgeted for the Retirement and Insurance Division in 1980.

Funding of this budget is generated from the following sources: General Fund - 25% (\$15,843), Wichita Employees' Retirement Fund - 37.5% (\$23,765) and the Police and Fire Retirement Fund - 37.5% (\$23,765).

ACCOUNT CLASSIFICATION	ACTUAL 1978	BUDGET 1979	BUDGET 1980
PERSONAL SERVICES			
110 Salaries & Wages	\$ 40,323	\$ 45,860	\$ 51,971
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$ 40,323	\$ 45,860	\$ 51,971
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	830	660	796
230 Transportation	15	800	800
240 Advertising	--	--	--
250 Insurance	--	--	--
260 Dues and Subscriptions	137	80	80
270 Professional Services	--	--	--
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	--	--	--
295 Other Contractual Services	1,801	2,440	4,794
TOTAL CONTRACTUAL SERVICES	\$ 2,783	\$ 3,980	\$ 6,470
COMMODITIES			
310 Office Supplies	\$ 5,330	\$ 4,066	\$ 4,932
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	--	--	--
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	--	--	--
370 Repair Parts - Equipment	162	--	--
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	68	--	--
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 5,560	\$ 4,066	\$ 4,932
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	935	--	--
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 935	\$ --	\$ --
SUB-TOTAL	\$ 49,601	\$ 53,906	\$ 63,373
GRAND TOTAL	\$ 49,601	\$ 53,906	\$ 63,373

FUND GENERAL	DEPARTMENT ADMINISTRATION	DIVISION RETIREMENT & INSURANCE	ACTIVITY NO. 110-40-940-50000
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WORK PROGRAM

This division is responsible for the overall coordination and direction of the City retirement systems insurance programs, and the Deferred Compensation Plan of City government and employees.

The division acts as the administrative arm for four boards--the Wichita Employee's Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board--which establish policy and programs. The Retirement & Insurance Director also serves as a voting member on the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibilities of this division are:

1. Employees' Group Life Insurance Plan
2. Employees' Group Health Insurance Plan

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	BUDGET 1978	BUDGET 1979	BUDGET 1980		1979	1980
Retirement & Insurance Director	1	1	1	1710-2366	\$ 24,034	\$ 26,060
Administrative Aide I	1	1	1	917-1166	12,001	13,990
Secretary	1	1	1	836-1110	9,360	11,190
Sub-Total	3	3	3		\$ 45,395	\$ 51,240
Add: Longevity					465	731
Total					\$ 45,860	\$ 51,971
Full-Time Equivalent	3	3	3			
First Quarter						\$ 13,794
Second Quarter						11,793
Third Quarter						14,131
Fourth Quarter						12,253
TOTAL						\$ 51,971

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	TREASURY	110-40-980-50000
BUDGET COMMENTS			
The 1980 approved budget of \$276,892 for the Treasury Division represents an increase of \$16,394 or 6.3% above the 1979 annual budget of \$260,498.			
Personal Services reflect an increase of \$15,755 or 7.3% above the 1979 budget. Costs for the merit salary increases, the \$110 per month salary improvement and longevity increases are in part offset by the loss of one Teller which is deleted from the 1980 budget and is due to the elimination of one Teller associated with the Sanitation Division phase-out program.			
Contractual Services reflect a decrease of \$275. Minor increases occur in Accounts 220, 230, and 250. The \$1,135 increase in Account 250 is due to the three-year public official bond premium which is payable in 1980 and increased requirements for blanket coverage. Account 295 represents a decrease of \$2,044. Of the \$10,976 budgeted in Other Contractual Services \$4,610 is related to data processing services.			
Commodities reflect a minor increase of \$914 due to increases in printing, postage and office supplies. Also, Accounts 320 and 370 show minor increases.			
No Capital Outlay is budgeted for the Treasury Division in 1980.			
ACCOUNT CLASSIFICATION	ACTUAL 1978	BUDGET 1979	BUDGET 1980
PERSONAL SERVICES			
110 Salaries & Wages	\$ 187,505	\$ 215,138	\$230,893
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$ 187,505	\$ 215,138	\$230,893
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	4,404	2,200	2,525
230 Transportation	1,130	1,105	1,414
240 Advertising	--	--	--
250 Insurance	1,603	1,075	2,210
260 Dues and Subscriptions	115	165	165
270 Professional Services	38	--	--
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	--	--	--
295 Other Contractual Services	9,625	13,020	10,976
TOTAL CONTRACTUAL SERVICES	\$ 16,915	\$ 17,565	\$ 17,290
COMMODITIES			
310 Office Supplies	\$ 22,377	\$ 26,070	\$ 26,637
320 Clothing and Linen	115	125	150
330 Food, Drugs & Chemicals	--	--	--
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	--	--	--
370 Repair Parts - Equipment	1,747	1,600	1,922
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	35	--	--
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 24,274	\$ 27,795	\$ 28,709
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	1,472	--	--
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 1,472	\$ --	\$ --
SUB-TOTAL	\$ 230,166	\$ 260,498	\$ 276,892
GRAND TOTAL	\$ 230,166	\$ 260,498	\$ 276,892

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	TREASURY	110-40-980-50000

WORK PROGRAM						
<p>The Treasury serves as the vehicle for the collection and distribution of all the City's revenue. Within this activity the City Treasurer is responsible for maintaining projections of cash balance, supervising all cash disbursements, maintaining cash position, administering investment of all funds including idle funds, developing collection procedures and systems, administering and supervising the licensing program and administering bond and note sales and debt management.</p> <p>The Treasury Office administers these functions through five sections: Collection, Records, Licensing, Investments, and Bonds. The Collection section receives and processes all payments made to the City, including the collection of all parking meter monies. The records section is responsible for the detailed work involved for bank deposits, daily cash reports, and reconciliations. The License section is responsible for license records, monitoring the complete taxicab program and providing regulatory field license inspections. The investment section is responsible for keeping records pertaining to the number of investments, dollar amount invested and the return on all investments. The Bond section is responsible for maintaining current information on bond records relative to the City's debt status as well as making bond payments to the fiscal agents.</p>						

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	BUDGET	BUDGET	BUDGET			
	1978	1979	1980		1979	1980
City Treasurer	1	1	1	1710-2366	\$ 26,260	\$ 28,335
Deputy City Treasurer	1	1	1	1424-1844	20,808	22,128
Administrative Aide III	1	1	1	1166-1499	16,387	17,982
Accountant I	1	1	1	1058-1354	9,610	14,017
Account Clerk II	0	1	1	876-1110	11,759	11,454
Cashier II	0	1	1	876-1110	11,371	13,249
Secretary	1	1	1	836-1110	10,259	12,143
Account Clerk I	4	3	3	799-1008	32,331	36,291
Parking Meter Coin Collector	2	2	2	799-1008	19,888	22,387
Cashier I	1	0	0	--	--	--
Teller	4	4	3	731- 917	37,687	31,428
Clerk II	1	1	1	731- 917	7,982	9,082
Teller (P.T. - 50%)	2	2	2	731- 917	7,984	9,532
Sub-Total	19	19	18		\$212,326	\$228,028
Add: Longevity					2,812	2,865
Total					\$215,138	\$230,893
Full-Time Equivalent	18	18	17			
First Quarter						\$ 61,771
Second Quarter						53,213
Third Quarter						62,413
Fourth Quarter						53,496
TOTAL						\$230,893